

**WARD SIX MARSHAL
OF THE PARISH OF ST. MARY**
Morgan City, Louisiana

Financial Report

Year Ended December 31, 2012

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

Honorable Kenneth Duval
Ward Six Marshal of the Parish of St. Mary
Morgan City, Louisiana

We have reviewed the accompanying financial statements of the governmental activities and the major fund of the Ward Six Marshal of the Parish of St. Mary (hereinafter "the Marshal") a component unit of the City of Morgan City, as of and for the year ended December 31, 2012, which collectively comprise the Marshal's basic financial statements, as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the management of the Marshal. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

The management of the Marshal is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Our review was made primarily for the purpose of expressing a conclusion that there are no material modifications that should be made to the financial statements for them to be in conformity with accounting principles generally accepted in the United States of America. The budgetary comparison information is presented for purposes of additional analysis and, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. The budgetary comparison information on pages 22 and 23 has not been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, but it has been compiled from information that is the representation of management. We have not audited or reviewed the budgetary comparison information and accordingly, we do not express an opinion or provide any assurance on such information.

The Marshal has omitted the management's discussion and analysis information that is required to be presented for purposes of additional analysis. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Kolder, Champagne, Slaven & Company, LLC
Certified Public Accountants

Morgan City, Louisiana
June 21, 2013

BASIC FINANCIAL STATEMENT

GOVERNMENT-WIDE FINANCIAL STATEMENTS

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Statement of Net Position
December 31, 2012

	<u>Governmental Activities</u>
ASSETS	
Cash and interest-bearing deposits	\$ 10,582
Due from other governmental units	1,590
Capital assets, net	<u>2,517</u>
Total assets	<u>14,689</u>
NET POSITION	
Invested in capital assets	2,517
Unrestricted	<u>12,172</u>
Total net position	<u>\$ 14,689</u>

See accompanying notes and independent accountant's review report.

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Statement of Activities
Year Ended December 31, 2012

Activities	Expenses	Program Revenues		Net (Expense) Revenues and Changes in Net Assets Governmental Activities
		Charges for Services	Operating Grants and Contributions	
Governmental activities:				
General government	<u>\$123,677</u>	<u>\$ 38,351</u>	<u>\$ 80,764</u>	\$ (4,562)
	Net position - January 1, 2012			<u>19,251</u>
	Net position - December 31, 2012			<u>\$ 14,689</u>

See accompanying notes and independent accountant's review report.

FUND FINANCIAL STATEMENTS

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Balance Sheet
Governmental Fund
December 31, 2012

	<u>General Fund</u>
ASSETS	
Cash	\$ 10,582
Due from other governmental units	<u>1,590</u>
Total assets	<u>\$ 12,172</u>
LIABILITIES AND FUND BALANCE	
Fund balance:	
Unassigned	<u>\$ 12,172</u>

(continued)

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Balance Sheet (continued)
Governmental Fund
December 31, 2012

Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position:

Total fund balances for the governmental fund at December 31, 2012	\$ 12,172
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Total net position reported for governmental activities in the statement of net position is different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. Those assets consist of:

Vehicle and Equipment, cost \$47,359 net of \$44,842 accumulated depreciation	<u>2,517</u>
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Total net position of governmental activities at December 31, 2012	<u>\$ 14,689</u>
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See accompanying notes and independent accountant's review report.

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Fund
Year Ended December 31, 2012

	<u>General Fund</u>
Revenues:	
Fees, charges, and commission for services	\$ 38,351
Intragovernmental - City of Morgan City	<u>80,764</u>
Total revenues	119,115
Expenditures:	
General government	<u>119,254</u>
Net change in fund balance	(139)
Fund balance, beginning	<u>12,311</u>
Fund balance, ending	<u>\$ 12,172</u>

(continued)

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Statement of Revenues, Expenditures, and Changes in Fund Balance (continued)
Governmental Fund
Year Ended December 31, 2012

Reconciliation of the Statement of Revenues, Expenditures, and Changes in
Fund Balance of the Governmental Fund to the Statement of Activities:

Total net changes in fund balance at December 31, 2012 per Statement of Revenues, Expenditures and Changes in Fund Balance	\$ (139)
---	----------

The change in net position reported for governmental activities in the
statement of activities is different because:

Depreciation expense for the year ended December 31, 2012	<u>(4,423)</u>
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Total changes in net position at December 31, 2012 per Statement of Activities	<u>\$ (4,562)</u>
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See accompanying notes and independent accountant's review report.

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Statement of Fiduciary Net Position
December 31, 2012

	Agency Funds
<hr/>	
ASSETS	
Cash and interest-bearing deposits	\$ 519
<hr/>	
LIABILITIES	
Due to others	\$ 519
<hr/>	

See accompanying notes and independent accountant's review report.

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Notes to Basic Financial Statements

INTRODUCTION

As provided by LSA-RS 13:1871 et seq, the City Court of Morgan City was established and included the creation of the office of the Marshal. The territorial jurisdiction of the Marshal extends throughout the City of Morgan City and throughout the whole of Ward Six of St. Mary Parish. The Marshal is elected for a six-year term. The Marshal's salary is funded by the St. Mary Parish Council and by the City of Morgan City at no cost to the Marshal's Cost Fund.

(1) Summary of Significant Accounting Policies

The accompanying component unit financial statements of the Ward Six Marshal of the Parish of St. Mary (hereinafter "Marshal") have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The following is a summary of certain significant accounting policies:

A. Financial Reporting Entity

As the governing authority of the city, for reporting purposes, the City of Morgan City is the financial reporting entity. The financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14, *The Financial Reporting Entity*, established criteria for determining which component units should be considered part of the City of Morgan City for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. These criteria include:

1. Appointing a voting majority of an organization's governing body, and
 - a. the ability of the City to impose its will on the organization and/or
 - b. the potential for the organization to provide specific financial benefits to or impose specific financial burdens on the City.
2. Organizations for which the City does not appoint a voting majority but are fiscally dependent on the City.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Notes to Basic Financial Statements (continued)

Because the City of Morgan City provides compensation and office space to the Marshal and the significance of the relationship between the Marshal and City, the Marshal was determined to be a component unit of the City of Morgan City, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Marshal and do not present information on the City, the general government services provided by the governmental unit, or the other governmental units that comprise the financial reporting entity.

B. Basis of Presentation

Government-Wide Financial Statements

The statement of net position and the statement of activities display information about the Marshal as a whole. These statements include all the financial activities of the Marshal. Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Non-exchange Transactions*.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Marshal's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees and charges paid by the recipients for goods or services offered by the programs, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements

The Marshal uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. The various funds of the Marshal are classified into two categories: governmental and fiduciary. The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the Marshal or its total assets, liabilities, revenues, or expenditures of the individual governmental fund is at least ten (10) percent of the corresponding total for all governmental funds. The general fund of the Marshal is considered to be the major fund.

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Notes to Basic Financial Statements (continued)

The funds of the Marshal are described below:

Governmental Fund -

General Fund

The General Fund, as provided by Louisiana Revised Statutes is the principal fund of the Marshal and is used to account for the operations of the Marshal. The Marshal's primary source of revenue is fees from the City Court of Morgan City. General operating expenditures are paid from this fund.

Fiduciary Fund

Fiduciary fund reporting focuses on net position and changes in net position. The only fund accounted for in this category by the Marshal is an agency fund. The agency fund accounts for assets held by the Marshal as an agent for litigants in garnishment proceedings. This fund is custodial in nature (assets equal liabilities) and does not involve measurement of results of operations. Consequently, the agency fund has no measurement focus, but uses the accrual basis of accounting.

C. Measurement Focus/Basis of Accounting

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide statement of net position and the statement of activities, governmental activities are presented using the economic resources measurement focus as defined in item b. below. In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus is used as appropriate:

- a. The governmental fund utilizes a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on its balance sheet. Their operating statement presents sources and uses of available expendable financial resources during a given period. This fund uses fund balance as its measure of available expendable financial resources at the end of the period.
- b. The government-wide financial statement utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery) and financial position. All assets and liabilities (whether current or noncurrent) associated with its activities are reported. Government-wide fund equity is classified as net position.

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Notes to Basic Financial Statements (continued)

Basis of Accounting

In the government-wide statement of net position and statement of activities, the governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Marshal considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures (including capital outlay) generally are recorded when a liability is incurred, as under accrual accounting.

D. Assets, Liabilities and Equity

Cash and interest-bearing deposits

For purposes of the statement of net assets, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposits of the Marshal.

Capital Assets

Capital assets, which include vehicles, furniture, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The Marshal maintains a threshold level of \$500 or more for capitalizing assets. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Depreciation of all exhaustible capital assets is recorded as an expense in the statement of activities, with accumulated depreciation reflected in the statement of net assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Vehicles	5 years
Furniture and equipment	5-10 years

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Notes to Basic Financial Statements (continued)

Equity Classifications

Government-wide Financial Statements

In the government-wide financial statements, equity is classified as net position and displayed in three components:

- a. Invested in capital assets, net of related debt – consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – all other net position that does not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

Fund Financial Statements

Governmental fund equity is classified as fund balance. Fund balance for the Marshal’s governmental funds is displayed depicting the relative strength of the spending constraints placed on the purposes for which resources can be used. In the governmental fund financial statements, fund balances are classified as follows:

- a. Nonspendable - amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.
- b. Restricted - amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
- c. Committed - amounts that can be used only for specific purposes determined by a formal action of the Marshal. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Marshal.
- d. Assigned - amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Only the Marshal may assign amounts for specific purposes.
- e. Unassigned - all other spendable amounts.

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Notes to Basic Financial Statements (continued)

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Marshal considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Marshal considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Marshal has provided otherwise in his commitment or assignment actions.

E. Expenditures, and Expenses

Expenditures/Expenses

In the government-wide financial statements, expenses are classified by function. In the fund financial statements, expenditures are classified by character and function.

(2) Cash and Interest-bearing Deposits

Under state law, the Marshal may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The Marshal may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2012, the Marshal has a cash balance (book balance) totaling \$11,101.

These deposits are stated at cost, which approximates market. Under state law, these deposits, (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the Marshal's deposits may not be recovered or will not be able to recover collateral securities that are in the possession of an outside party.

Deposit balances (bank balances) at December 31, 2012, were \$14,186, which were fully secured by federal deposit insurance and not subject to custodial credit risk.

(3) Capital Assets

A summary of changes in capital assets follows:

	<u>1/1/2012</u>	<u>Additions</u>	<u>Deletions</u>	<u>12/31/2012</u>
Governmental activities:				
Vehicles and equipment	\$ 47,359	\$ -	\$ -	\$ 47,359
Less: accumulated depreciation	40,419	4,423	-	44,842
Net capital assets	<u>\$ 6,940</u>	<u>\$ (4,423)</u>	<u>\$ -</u>	<u>\$ 2,517</u>

Depreciation expense for the year ended December 31, 2012 was charged to the general government function.

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Notes to Basic Financial Statements (continued)

(4) Retirement Plan

Substantially, all employees of the Marshal's office are members of the Parochial Employees' Retirement System of Louisiana, a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the Marshal's office are members of Plan A. All permanent employees working at least 35 hours per week who are paid wholly or in part from city funds and all elected city officials are eligible to participate in the System.

Regular retirement benefits

A member of Plan A is eligible to retire and receive regular benefits if:

1. He has credit for at least thirty years of service, regardless of his age;
2. He has credit for at least twenty-five years of service and is at least the age of fifty-five; or
3. He has credit for at least ten years of service and is at least the age of sixty years.

The Plan A regular retirement benefit is an amount equal to three percent of the member's final compensation multiplied by his years of credited service (three percent multiplied by each year of credited service multiplied by final compensation), provided that:

1. A member who held an elective office in participating municipality is paid an additional benefit equal to one-half of one percent of the member's final compensation multiplied by each year of such elective service (one-half of one percent multiplied by final compensation); and
2. For an employee who was a member only of the supplemental plan prior to the revision date, the benefit earned for service credited prior to the revision date will be determined on the basis of one percent of final compensation plus two dollars per month for each year of service credited prior to the revision date, and three percent of final compensation for each year of service after the revision date.

Applications for regular retirement should be submitted to the system at least six weeks prior to the planned retirement date. A copy of the member's birth certificate and, if an optional mode of benefit payments is selected, a copy of the option beneficiary's birth certificate must be attached to the application for retirement.

The system also provides death and disability benefits.

The System issued an annual, publicly available financial report that includes financial statements and required supplementary information for the System. A publicly available financial report that includes financial statements and required supplemental financial information may be obtained by writing to the Parochial Employees' Retirement System, P. O. Box 14619, Baton Rouge, Louisiana 70898-4619.

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Notes to Basic Financial Statements (continued)

Funding Policy. Under Plan A, members are required by state statute to contribute 9.5% of their annual covered salary and the Marshal is required to contribute at an actuarially determined rate. The current rate is 15.75% of annual covered payroll. Contributions to the System also include one-fourth of one percent (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the Marshal are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The City of Morgan City makes contributions to the retirement system on-behalf of the Marshal.

(5) On-Behalf Payments for Salaries and related benefits

GASB Statement No. 24, *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance*, requires the Marshal to report in the financial statements on-behalf salary and related benefit payments made by the City of Morgan City to the Marshal's employees. Salary payments are made by the City directly to the employees. The basis for recognizing the revenue and expenditure payments is that actual contributions are made by the City. In 2012, the City paid salaries and related benefits to the city marshal and deputy marshal. On-behalf payments recorded as revenues and expenditures in the financial statements for the year ended December 31, 2012 totaled \$80,764.

(6) Expenditures of the Marshal's Office Paid by the City of Morgan City

The cost of some expenditures for the operation of the Marshal's office as required by Louisiana Revised Statute 13:1889, is paid by the City of Morgan City. Such expenditures are not included in the accompanying financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana
General Fund

Budgetary Comparison Schedule
Year Ended December 31, 2012

	Budget Amounts		Actual	Variance - Positive (Negative)
	Original	Final		
Revenues:				
Fees, charges, and commission for services	\$ 37,721	\$ 33,800	\$ 38,351	\$ 4,551
City of Morgan City - on behalf	79,082	79,082	80,764	1,682
Total revenues	<u>116,803</u>	<u>112,882</u>	<u>119,115</u>	<u>6,233</u>
Expenditures:				
Current -				
General government:				
Automobile	8,200	8,500	10,949	(2,449)
Office operation and supplies	8,490	8,125	6,418	1,707
Professional fees	3,500	3,500	3,995	(495)
Salaries and benefits	96,282	96,282	96,804	(522)
Travel and conferences	200	1,200	1,088	112
Total general government	<u>116,672</u>	<u>117,607</u>	<u>119,254</u>	<u>(1,647)</u>
Capital outlay -				
Equipment	<u>1,100</u>	-	-	-
Total capital outlay	<u>1,100</u>	-	-	-
Total expenditures	<u>117,772</u>	<u>117,607</u>	<u>119,254</u>	<u>(1,647)</u>
Net change in fund balance	(969)	(4,725)	(139)	4,586
Fund balance, beginning	<u>2,243</u>	<u>20,068</u>	<u>12,311</u>	<u>(11,193)</u>
Fund balance, ending	<u>\$ 1,274</u>	<u>\$ 15,343</u>	<u>\$ 12,172</u>	<u>\$ (6,607)</u>

See independent accountant's review report and notes to budgetary comparison schedule.

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Notes to the Budgetary Comparison Schedule

Budgetary Basis

The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted or as finally amended by the Marshal.

Budgetary Practice

Ward Marshals are required under Louisiana Revised Statute 39:1301 et seq to adopt a budget. The Marshal follows these procedures in establishing the budgetary data reflected in the financial statements:

1. A proposed budget is prepared and submitted to the Marshal for the fiscal year prior to the beginning of each fiscal year.
2. If proposed expenditures exceed \$500,000, a summary of the proposed budget is published and the public is notified that the proposed budget is available for public inspection. At the same time, a public hearing is called, if required.
3. If required, a public hearing is held on the proposed budget at least ten days after publication of the call for a hearing.
4. After the holding of the public hearing, if required, and completion of all action necessary to finalize and implement the budget, the budget is legally adopted prior to the commencement of the fiscal year for which the budget is being adopted.
5. All budgetary appropriations lapse at the end of each fiscal year.

REQUIREMENTS OF THE *LOUISIANA GOVERNMENTAL AUDIT GUIDE*

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 Stephen J. Anderson, CPA
 W. Jeffrey Lowry, CPA

Retired:
 Conrad O. Chapman, CPA* 2006
 Tynes E. Mixon, Jr., CPA 2011
 P. Troy Courville, CPA* 2013

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Honorable Kenneth Duval
 Ward Six Marshal of the Parish of St. Mary
 Morgan City, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the Ward Six Marshal of the Parish of St. Mary (hereinafter "the Marshal") and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Marshal's compliance with certain laws and regulations during the year ended December 31, 2012 included in the accompanying *Louisiana Attestation Questionnaire* (Exhibit A). The Marshal's management is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$30,000, or public works exceeding \$150,000 and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

No expenditures were made during the year that exceeded \$30,000, nor were there any expenditures for public works made during the year that exceeded \$150,000.

Code of Ethics for Public Officials and Public Employees

2. Obtain a list of your immediate family members as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of you and all employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management were also included on the listing obtained from management as immediate family members.

None of the employees included on the list of employees provided by management [agreed-upon procedure (3)] appeared on the list provided by management in agreed-upon procedure (2).

Budgeting

5. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original and amended budgets.

6. Trace the budget adoption to adoption instruments.

Budget adoption procedures were documented by the execution of a process verbal.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by five percent (5 %) or more or if actual expenditures exceed budgeted amounts by five percent (5%) or more. (Note, state law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$500,000 or less and exempts special revenue funds whose expenditures drive revenue recognition-primarily federal funds.)

Actual revenues and expenditures did not exceed budgeted amounts by more than five percent.

Accounting and Reporting

8. Randomly select six (6) disbursements made during the period under examination and: (a) trace payments to supporting documentation as to proper amount and payee, (b) determine if payments were properly coded to the correct fund and general ledger account, and (c) determine whether payments received approval from proper authorities.

We examined supporting documentation for each of the six selected disbursements and found that payments were for the proper amounts, made to the correct payees, and properly coded to the correct funds and general ledger accounts.

Debt

9. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of banks loans, bonds, or like indebtedness.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

1. Examine payroll records for the year to determine whether any payments have been made to employees, which may constitute bonuses, advances, or gifts.

We inspected payroll records for the year and noted no instances, which would indicate payments to employees that would constitute bonuses, advances, or gifts.

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of management and the Louisiana Legislative Auditor and is not intended to be and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Although the intended use of this report may be limited under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document in accordance with Louisiana Revised Statute 44:6.

Kolder, Champagne, Slaven & Company, LLC
Certified Public Accountants

Morgan City, Louisiana
June 21, 2013

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Schedule of Findings
Year Ended December 31, 2012

Findings reported in accordance with *Government Auditing Standards*:

2012-1 Inadequate Segregation of Duties

CONDITION: Accounting and financial functions are not adequately segregated.

CRITERIA: Internal control is a process – effected by those charged with governance, management, and other personnel – designed to provide reasonable assurance about the achievement of objectives with regard to reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations. The Marshal's internal control over financial reporting includes those policies and procedures that pertain to the Marshal's ability to record, process, summarize, and report financial data consistent with the assertions embodied in either annual financial statements or interim financial statements, or both.

CAUSE: The cause of the conditions is the result of a failure to design and implement policies and procedures necessary to achieve adequate internal control.

EFFECT: Failure to adequately segregate accounting and financial functions increases the risk that errors and/or irregularities including fraud and/or defalcations may occur and not be prevented and/or detected.

RECOMMENDATION: Due to the size of the operation and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Summary Schedule of Prior Year Findings
Year Ended December 31, 2012

Findings reported in accordance with *Government Auditing Standards*:

2011-1 Inadequate Segregation of Duties

CONDITION: Accounting and financial functions are not adequately segregated.

RECOMMENDATION: Due to the size of the operation and the cost-benefit of additional personnel, it may not be feasible to achieve complete segregation of duties.

CURRENT STATUS: See schedule of findings, item 2012-1.

2011-2 Budget variance in excess of five percent

CONDITION: Budget variance of revenues in excess of 5% was incurred.

RECOMMENDATION: We recommend that the administrative authority prepare and review budget to actual comparisons and amend the budget in effect upon determination of material variances.

CURRENT STATUS: This finding has been resolved.

WARD SIX MARSHAL OF THE PARISH OF ST. MARY
Morgan City, Louisiana

Corrective Action Plan for Current Year Findings
Year Ended December 31, 2012

2012-1 – Segregation of Duties

CONDITION: Accounting and financial functions are not adequately segregated.

MANAGEMENT'S RESPONSE: No response considered necessary.

Exhibit A

WARD SIX MARSHAL FOR THE PARISH OF ST. MARY
Louisiana Attestation Questionnaire
Year Ended December 31, 2012

Kolder, Champagne, Slaven & Company, LLC
1234 David Drive, Suite 203
Morgan City, LA 70380 --

In connection with your review of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

Public Bid Law

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes [☒] No []

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes [☒] No []

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes [☒] No []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes [☒] No []

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes [☒] No []

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes [☒] No []

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes [☒] No []

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes [☒] No []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes [☒] No [☐]


Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes [☒] No [☐]

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance that may occur subsequent to the issuance of your report.


Kenneth Duval, Ward Six Marshal

12-07-2012
Date